

EDITED TASK LISTING

CLASS: Audio-Visual Specialist (Technical)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Performs the technical, professional and creative work in the preparation and production of audio-visual materials (e.g. video tapes, DVDs, CDs, audio tapes, etc.) and live television broadcasts for the California Department of Corrections to provide information, training, etc. utilizing broadcast level video and television equipment (e.g. digital and analog television cameras, production switchers, linear and non linear editing systems, etc.) on a daily basis.
2.	Selects the media by which audio-visual work is to be performed to ensure the appropriate and cost effective use of time, equipment and materials utilizing knowledge, skills and abilities as needed.
3.	Independently performs the most difficult and exacting work to produce video and live television programs which inform and educate employees and the general public utilizing contemporary television production methods, equipment and facilities.
4.	Advises, consults with, and originates ideas for departmental unit heads and others to provide information, guidance, recommendations, etc. on the design, use, and production of audio or visual media for training and informational videos and live television programs, utilizing reference and research materials, subject matter experts, knowledge, etc. as requested.
5.	Plans and prepares material (e.g. scripts, graphics, music, etc.) for video tapes and television programs to inform and educate employees and the general public utilizing word processing equipment/programs, computerized graphics and character generators, production music libraries, etc. as needed.
6.	Maintains video tape library to ensure preservation of all camera original materials, edited masters, and commercially produced programs for use as a duplication and editing resource utilizing computer based library program, equipment, etc. as required.
7.	Produces and directs live television training programs distributed via satellite to inform and educate employees utilizing broadcast television techniques, knowledges, skills and practices, etc. as required.
8.	Conducts research to obtain and/or provide information, recommendations, etc. for purchasing equipment/materials, preparing scripts, creating graphics, developing new policies and procedures etc. utilizing the internet, industry publications, trade shows, communication skills, etc. as needed.
9.	Performs simple equipment maintenance and repair work to ensure daily operation of video and television services utilizing various resources (e.g. operation manual, technical publications, knowledge, electronic and engineering tools, etc.) as needed.

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10.	Prepares various written documents (e.g. scripts, reports, correspondence, purchase documents, contracts, Budget Concept Statement (BCS) /Budget Change Proposal (BCP) to provide information, documentation, etc. relative to the operation of the unit utilizing various resources (e.g. forms, computer software, policies, procedures, State Administrative Manual (SAM), Departmental Operations Manual (DOM) etc.) as needed.
11.	Produces video tape and live broadcast programs to inform and educate employees and the general public by ensuring high quality production values, utilizing management/organizational skills, knowledge, expertise, etc. on a daily basis.
12.	Directs talent, actors, crew members, camera angles, and dialogue to produce video tape and live broadcast programs which inform and educate employees and the general public utilizing finished written scripts, experience, knowledge, etc. as needed.
13.	Videotapes scripted material/scenes to produce videotaped and live broadcast programs which inform and educate employees and the general public utilizing analog and digital broadcast video cameras, lights, microphones, finished written scripts, experience, knowledge, etc. as needed.
14.	Edits analog and digital videotape to assemble various production elements into a cohesive completed video program by using linear and non linear computerized videotape editing programs, television production switchers, graphics generators, special effects generators, production music libraries, etc. as needed.
15.	Instructs others in the operation of projectors, recorders, video systems, audio systems, and multi-media systems to provide delivery of various training media utilizing various resources (e.g. manuals, knowledge, experience, etc.) as necessary.
16.	Operates still photographic equipment to provide portrait, documentary, ID, public relations, and evidence photos as requested.